

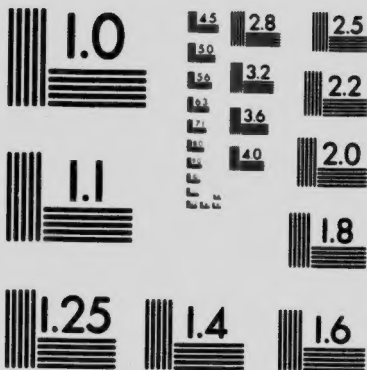
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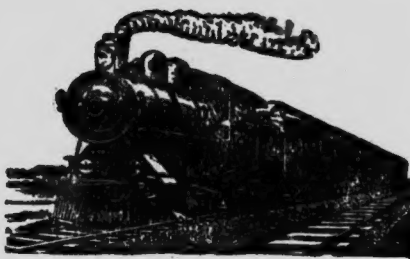
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MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS
STANDARD REFERENCE MATERIAL 1010a
(ANSI and ISO TEST CHART No. 2)

**Dominion School
Telegraphy and Railroading
TORONTO, ONTARIO**



**PRACTICAL INSTRUCTIONS AND SPECIAL LECTURES IN
RAILROAD AND COMMERCIAL TELEGRAPHY
FREIGHT, TICKET, BAGGAGE AND
GENERAL STATION WORK**

SECOND EDITION

Instruction Paper with Test Questions

TELEGRAPHY

PART 6

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HOW TO STUDY.

1. The lessons are divided into parts and numbered, and are only supplied to the student as he progresses with his studies. Study a few pages at a time. Do not skip from one section of the paper to another. If there are any statements you do not understand, ask the instructor, or drop us a card or letter, advising what section and page you are having difficulty with, and we will explain the matter in detail. Review thoroughly, and write out the answers to the test questions at the end of this paper, and send or hand in your work for criticism. Your class letter and number is given you on your certificate of enrolment, and it is important that you put this on your examinations, as well as any letters you write to the schools. Failing to write this on, will cause delay in answering letters or returning examination work. Send one examination at a time. Don't write out the examination questions themselves. Use the number of the questions and write out your answer. In writing the answers, simply head your paper thus:—

Answers to Test Questions. Telegraphy Part 6.

(Your Name, Class Letter and Number)

(Your Address)

(Date)

2. We desire to get in close touch with you in your studies, and would ask that you keep us informed regarding your progress and any difficulties you may meet with in your studies.

COMMERCIAL TELEGRAPHY.

3. In Commercial Telegraphy, you have to deal with telegrams, for which there is a charge, whereas, in railway work, telegrams are sent between offices without charge. It will be noticed that some companies call telegrams "messages." Both words mean the same thing from a telegraphic standpoint.

4. While in practical work, it would be necessary to put yourself in the position of a receiving clerk to check the rate before it is sent and while the rules in the receiving department come first, yet as students you must learn how to telegraph, how to go through the proper form of transmitting a telegram and at the same time learn the rules.

ORDER OF TRANSMISSION.

In sending a message the operator must observe the following order of transmission.

(1) He must state whether for the office with which he is working, or for an office beyond, by prefixing "city" or "through."

(2) The number of the message.

(3) The operator's personal signal.

(4) The check of the message.

(5) The place from and the date of the message.

(6) The address of the message.

(The name of the originating and delivering offices must be written in full *and the Province or State given in every case.*)

(7) The body and signature of the message.

A Commercial Telegram

Form 2.

THE DOMINION SCHOOL TELEGRAPH CO.

TERMS AND CONDITIONS

All messages are received by this Company for transmission subject to the terms and conditions which have been agreed to by the sender of the following message. This is an unrepeat message, and is delivered by request of the sender under these conditions.

J. E. CASSAN,
President

Head Office: **TORONTO**

D. P. GLINN,
Manager

PLEASE WRITE PLAINLY	SENT (No.)	SENT BY	REC'D BY	TIME SENT	TIME REC'D.	CHECK (CK)
	:	G	J. O.	4:43 p.m.		
	Send the following message, subject to the above terms, which are hereby agreed to.					

(Fm) Toronto, Ont., Dec. 30 1912

(To) Davis Furniture Co.
Montreal

Que. (Period)

Wire date forwarding of our order M481 Dec. 8th.

(Sig.)

J. H. FALLIS & CO.

5. The sending operator would transmit the above telegram as follows:—

City No. 1 G CK 13 Paid FM. Toronto, Ont. 30

To Davis Furniture Company, Montreal, Que. (period)

Wire date forwarding of our order M.481. Dec. 8th. (Sig.)

J. H. Fallis & Co.

You will notice this is sent in the regular order of transmission as shown in paragraph 4. After the sending operator transmits this message and receives the personal signal of the receiving operator, he writes this down under the heading of "Received By," and then fills in the time the message was sent.

The receiving operator will put down the time of day he received the message under the heading of "Time Received," but it will be noticed that the abbreviations shown in parenthesis are not copied down by the receiving operator, as the form itself illustrates what is meant by these abbreviations.

A COMMERCIAL TELEGRAM—Continued

In the check of the telegram you will notice the abbreviation CK, shown in parenthesis, but the sending operator transmits this to inform the receiving operator of the check of the message. The same may be said regarding the abbreviation "Sig," which precedes the signature or sender of the telegram. Please notice that the sending operator does not transmit the month or the year, **but it is absolutely necessary for the receiving operator to fill this in.** As students find this very difficult to do at the same time they are receiving a message, it is suggested that after the entire message has been sent, you fill in the month and year, together with the time you receive it.

PRINTED FORMS.

6. As proper printed Telegraph blanks are supplied for writing these Telegrams, they are printed to illustrate all of the above parts of the telegram. 1st: The place that the message is sent from is preceded by the word "From" printed on the form. The address is preceded by the word "To" printed on the form. The sending operator's personal signal is shown under the wording "Sent by," etc. Therefore, if the sending operator's personal signal was "C" the letter C would be put under the heading "Sent by." As soon as the message is transmitted, the receiving operator acknowledges same by opening the key and writing "O. K." (giving his personal signal) which is entered on the form under the heading "Received by." Please bear in mind that the sending operator and also the receiving operator put down each other's personal signals, together with the time of day the telegram was sent and received.

It will be noticed that while the sending operator actually makes certain telegraphic characters on the key, the receiving operator does not write them down, for the simple reason that most of them are already printed on the form.

CARE IN SENDING.

7. All operators must cultivate a steady and careful style of transmission, making each letter distinctly, and separating words and initials. All breaking up, repeating and interruption must be avoided.

The sending operator must regulate the transmission of a message to suit the ability of the receiving operator. While working with inexperienced operators, extra care must be taken and every precaution used to guard against mistakes and the necessity for calling for repetition.

All the figures and words in the check of a message must be transmitted, except:

(1) The amount of tolls in case of a prepaid message to a "this" line office.

(2) The reason why free in case of a free message.

EXPLAINING THE FORM OF SENDING.

8. The symbol HR is an abbreviation that precedes the first telegram sent to an office, but in the case of having two telegrams for the same office it would not be made the second time, but instead the abbreviation AHR for the second one, which simply means "another." HR is used in practical work and simply means "Here is a message." "City" means that the telegram is for the office that is receiving it. If a message were being sent from Woodstock to Montreal, it would have to be repeated by the Toronto office. The Woodstock office in sending it to Toronto would write instead of "city" the abbreviation "TRU" which means "through." "No." has reference to the number of telegram sent to each individual office each day. Thus if you were sending five telegrams to one office they would be numbered in numerical order; but if you were sending five telegrams to five different offices each would be preceded with No. 1 for each office. The (office call) shown in some telegrams indicate where the telegram is being sent from. The personal signals of the operators indicate the sen-

EXPLAINING THE FORM OF SENDING—Continued

der and receiver of the telegram. The time of day the telegram is sent and received must always be shown in the space provided. The (check) has reference to the number of words charged for and must be shown as "paid," "collect" or "free." The sign FM is a signal that precedes the place the telegram is from. Following this on the same line is the date with month and year. The sign (TO) precedes the address, which must be written on a separate line. The period is transmitted to precede the body of the telegram. The abbreviation SIG (for signature) follows the body of the message and precedes the sender of the telegram. While the SIG. is always transmitted, it is never written down by the receiving operator, neither is it necessary to make the period following the SIG.

**IMPORTANCE OF PRACTICING COMMERCIAL
TELEGRAMS.**

9. From a student's standpoint the practice of transmitting commercial telegrams is absolutely essential, in order to get the form impressed upon the memory. In no other way can you get this information except by constant practice. It is quite a simple matter to write out a telegram yourself, or use ones that are supplied to you by the school for practice purposes, but in writing them out yourself, it gets you familiar with how to count the number of words in the body of the telegram, and in this connection it will be noticed that the **check of the telegram is always filled in last.**

This practice work would be the same as if you were working in an office and a person handed you a telegram to be sent, it would be necessary for you to count the number of words, in order to know what to charge. As soon as these words are counted you enter the number on the form after the word "check," writing whether paid or collect. In practicing transmitting such telegrams, always put down the receiving operator's personal signal with the time of day you sent the telegram. If you were practicing this alone, you would have to imagine an operator at the other end of the wire copying the message down and acknowledging it to you. Then you can put

IMPORTANCE OF PRACTICING—Continued

yourself in the position of the receiving operator and fill out the form in precisely the same way. The only noticeable difference would be the personal signals would be reversed and the time of day you received the message would be put in the proper place instead of under the heading "time sent." If you cannot go through the form of transmitting a commercial telegram out of your head without writing it down on paper, it shows that you haven't had sufficient practice.

WORDS TO BE COUNTED AND CHARGED FOR.

10. As the charge for sending telegrams is based on 10 words, it is important to know how to count the number of words in a telegram. The number of words are shown between the address and the signature, which is commonly called the body of the telegram. After counting these words, you put the number in the space provided on the telegram which is called the "check" which indicates the number of words charged for.

11. A **prepaid** telegram is one upon which the charges are paid in advance. A **collect** telegram is one upon which the charges are collected at destination.

In a prepaid message the under mentioned words must be counted and charged for, viz.:

All words in an extra date. (See heading Extra Dates.)

All extra words in an address.*

All words, figures and letters (as per Art. 14) in the body of a message.

All signatures, when there are more than one, except the last.

All words after the last or the only signature.

In the check, the words "Deliver and report charges," "Collect delivery charges," "Report delivery," and "Repeat back," or any other directions in regard to delivery or other matters. (See Arts. 51, 52 and 53.)

*In the address of a message to one person, or to a firm, or to "Mr. and Mrs.——," there are no extra words; but in the address of a message to either of two or more persons in the same place or town, as "John Smith, 80 Yonge St., Toronto, or James Brown, 9 King Street East, Toronto," there are eight extra words, viz.: "or James Brown, 9 King Street East, Toronto," which must be included in the count and charged for.

WORDS TO BE COUNTED AND CHARGED FOR—Continued

In collect messages the word "Collect" in the check will be counted but not charged for.

When a message bears two or more addresses, and delivery is to be made to each address, it must be charged for as two or more messages, as the case may be.†

EXTRA DATES.

12. Whenever a message which has come over the line of any other telegraph company is offered at a place not indicated by the tariff book of this company as the proper place for such message to reach Great North Western lines; or whenever a message is received at any office by mail to be forwarded by telegraph; or in case a person, having received a message, request the same to be forwarded to another place; or if a person leave town before the arrival of an expected message, and it be forwarded to him; in each of these instances the name of the place where the messages originated and the date must be counted and charged for as a part of the message. For example, if the following message should pass over the line of another telegraph company from Buffalo to Toronto, or through the mail, or be received by any other person than the addressee by telegraph or mail, or should arrive by "this" line after the addressee has left town and a request be made that it be forwarded to Montreal, it will be sent as follows:

Buffalo, N.Y., Oct. 24.

Via Toronto, Oct. 24.

John Brown, Montreal, Que.

Meet me next Monday, at two o'clock in the afternoon.

H. Smith.

15 paid.

There is thus charged and counted for, as a part of the message the five words, "Buffalo, N.Y., Oct. 24."

†A message addressed for example, to "*W. Brown, No. 26 Broad St., N. Y., and B. Wells, No. 60 Exchange Place, N. Y.,*" must be charged for as two messages. The additional address will not be considered as extra words.

The address "*John Smith, George Jones and Samuel White,*" (a one address or three) indicates that three messages are to be delivered and three should therefore be charged for.

FORWARDED MESSAGES.

13. When a message, which is to be forwarded, is a "received collect" message, the forwarding office must check it so that the tariff from that office to destination will appear in the check as "this" line tolls, and the tariff from the originating office to the forwarding office as "other" line tolls.

Suppose the tariff from Buffalo to Toronto to be 35 and 2, and from Toronto to Montreal 25 and 1, and a ten word message (as per above example) has been sent "collect" by Buffalo to Toronto which the latter office is to forward to Montreal; Toronto will check the message (counting five extra words), "16 collect 30 and 35." The 30 (tariff from Toronto to Montreal) represents the "this" line tolls for fifteen words, and the 35 (tariff from Buffalo to Toronto) represents the "other" line tolls for ten words.

HOW NAMES ARE COUNTED.

14. In counting a message, dictionary words (i.e., words taken from one of the following languages, namely, English, German, French, Italian, Dutch, Portuguese, Spanish, and Latin), initial letters, surnames of persons, names of cities, towns, villages, States, or territories, or names of the Canadian provinces, will be counted and charged for each as one word. Abbreviations of the names of cities, towns, villages, States, territories and provinces will be counted and charged for the same as if written in full. In names of countries or counties, all the words will be counted and charged for. Abbreviations of weights and measures in common use will be counted each as a word.

Figures, decimal points and bars of division will be counted—each separately—as one word.†† In groups consisting of letters and figures each letter and figure will be counted as one word.

In ordinal numbers the affixes st., d., nd., rd., and th. will each be counted as one word.

All groups of letters, when such groups are not dictionary words or combination of dictionary words, will be counted at the rate of five letters or fraction of five letters to a word.

††To prevent liability to error, numbers and amounts should be written in words, and, when not so written, the receiving clerk will request that it be done. If the customer refuses to write the amounts in words, the message will be accepted as written and counted accordingly.

HOW NAMES ARE COUNTED—Continued

- When such groups are made up of combinations of dictionary words, each dictionary word so used will be counted as one word.

To facilitate the checking of messages by receiving operators, in cases where irregular code words are counted double under the amended rule, domestic messages containing words double counted shall bear a double check: as for instance, "21-17 paid"—the first group of numerals representing the number of chargeable words and the last the number as written by the sender.

If any question arises as to the proper counting of any words in a domestic code message, they should be sent as written and the case then referred to the general manager for decision, it being understood that sender will pay any necessary extra tolls.

(Code words are not allowed in Night Letters.)

See examples illustrating the application of this rule in Tariff Book Rule 4.

COUNTING WORDS IN CODE AND CYPHER MESSAGES.

A code message is one that is made up of words, figures, etc., and is usually only understood by the sender and receiver of the telegram. The message must be transmitted exactly as written by the sender. Each word, figure, punctuation mark, etc., is to be counted as one word. In sending groups of figures, count one for each three figures and fractions of three. Thus in four sets of figures it would be counted as two words, but if the figures were shown with a comma in between, each figure would count as one word.

CHECK OF TELEGRAMS.

15. In handling a collect telegram, it is the same exactly as a paid telegram with the exception of the word "Collect." This is added to the number of words in the check, but not charged for. Thus, if you were sending a telegram, the regular check being 10 words, you would put in the space provided

CHECK OF TELEGRAMS—Continued

"11 Collect," whereas if it were sent paid you would put it in as "10 Paid." However, while the word "Collect" is counted as one word and included in the check, it is not actually charged for. The charge on a 10 word paid telegram locally is 25c, but if the check were "11 Collect," the charge would be the same.

16. The check upon a paid or collect message must be made in accordance with the following examples:

The check of a ten word message to a "this" line office will be, for example,

"10 paid 25"—or,

"11 collect."

The check of a ten word Night rate message to a "this" line office will be, for example,

"10 paid Night 25."—or,

"11 collect Night."

The check of a ten word message to an "other" line office will be, for example,

"10 paid 25 and 30 via Toronto"—or,

"11 collect 25 via Toronto."

The check of a ten word Night rate message to an "other" line office will be, for example,

"10 paid Night 25 and 25 via Toronto,"—or

"11 collect Night 25 via Toronto."

The check of a ten word message for special delivery from a "this" line office, when the delivery charges are known, will be, for example,

"10 paid 25 and 1.00 delivery,"—or,

"11 collect 25."

If the delivery charge be unknown, the check will be, for example,

"13 paid 28 report delivery charges,"—or.

"11 collect."

CHECK OF TELEGRAMS—Continued

If the delivery charge from an "other" line office be, for example, 50 cents, and the "other" line rate 25 cents, the check will be

"10 paid 25 and 75 via Toronto,"—or,

"11 collect 25 via Toronto."

(The 75 includes 25 cents "other" line tolls and 50 cents for delivery.)

When a message requires to be mailed to reach its destination, the receiving clerk must collect for postage and add to the check thus:

"10 paid 25 and 3 mail."

FREE OR DEADHEAD TELEGRAMS.

17. Special permits or "franks," as they are commonly called, are issued to persons who are entitled to send messages free over the line of the company you are employed with. These "franks" are of two classes, viz.:

The Business Frank.

This frank entitles the holder to send messages, and receive answers thereto, upon the class of business indicated on the frank, but does not cover messages of a personal, social or political character.

It is good only within the territorial limits defined thereon, and a message for a "this" line office beyond such limit must be charged for from the place of origin to the place of destination.

The number of the frank must be inserted in the check of the message, which must be signed by the person to whom the frank is issued.

The Complimentary (Stamp) Frank.

This frank entitles the holder to send messages, and receive answers thereto, of a personal social character, but does not cover messages of a business or political nature.

FREE OR DEADHEAD TELEGRAMS—Continued

The cover of the books of stamps must be produced, and a stamp therefrom affixed to every message of 20 words or less, and an additional stamp for every additional 20 words or fraction thereof.

Answers may be franked by affixing the necessary stamps, as above.

For messages to Western Union offices which are offered by holders of Great North Western franks, the receiving clerk must charge the ordinary rate ~~less~~ 25 and 2, no message to be accepted for less than 25 and 2, and check such messages thus (supposing the ordinary rate to be 60 cents), for example:

“10 D. H. G. N. W. Frank No.—, and paid 35 cents,” or,

“11 D. H. G. N. W. Frank No.—, and collect 35 cents.

(The word “collect” being counted, according to rule, but not charged for.)

For messages to Western Union offices, which are offered by holders of Western Union franks, the receiving clerk must charge 25 and 2, and check such messages thus, for example:

“10 paid 25 and D. H. W. U. Frank No.—,” or,

“11 collect 25 and D. H. W. U. Frank No.—.”

(The word “collect” being counted, according to rule, but not charged for.)

(For instructions as to booking these messages, see Rule 101 in Tariff Book.)

18. If a telegram were received bearing a “frank,” the check of same would be inserted thus, supposing it to be 10 words: “10 D. H. Frank No. 12,” or whatever the number may be.

19. Telegrams of an officer, agent or telegrapher of a railway company are sent free, in which case, the check of the telegram is given thus: “10 D. H. Opr.” (Operator).

Employees must not send free messages pertaining to the affairs of a third party.

DELIVERY OF TELEGRAMS.

20. Rule 73 states that all telegrams are delivered free within what is considered the corporation limits of town or village. Beyond the delivery limits, only the actual cost of delivery service must be collected. Agents must exercise a careful discretion in the matter and see that such costs are as reasonable as possible and make every effort to oblige the customers.

MISTAKES IN RECEIVING AND SENDING.

21. An operator should be careful in receiving a message which is transmitted to him to notice if he has the correct number of words called for by the check. It is customary in writing down messages of this nature to write five words to a line so that the check may readily be distinguished when through writing. If, however, the mistake is still shown, you advise the sending operator and have him repeat the first letter of each word until the word is found.

22. It is important when you receive a telegram from a customer to read it over, in order that you will understand the words as he has them written, and do not begin to transmit a word until you know what it is. When a receiving operator finds that he is not getting a message correctly, he opens his key and telegraphs back the last word he received.

COMMERCIAL TELEGRAPH COMPANIES.

23. There are three commercial telegraph companies in Canada, viz.: The Great North Western, The Canadian Pacific and Canadian Northern. Each company supply their offices with a Tariff Book, in which will be found all the rules for handling the business and which contains a complete list of the telegraph offices of each company and its connections with other telegraph companies, together with the names of many places which may be reached by telephone or special delivery from the nearest telegraph office. The rates are also shown in this book, together with rules and rates for cables.

DOMINION SCHOOL OF TELEGRAPHY AND RAILROADING.

COMMERCIAL TELEGRAPH COMPANIES—Continued

24. Offices of the G. N. W. Telegraph Company are designated by the letters "G. N. W." Offices of the Canadian Pacific Telegraph Company are known as "this line" offices and are indicated by the letters "C. P." placed before the name. Offices of the Canadian Northern Telegraph Company are indicated in the same way as the C. P. R., with the exception, of course, that C. N. would be placed before the name of the place.

25. "Other" line telegraph offices are indicated by single stars, thus: *Brilliant.

26. Stations, places, establishments, institutions to which telegrams are delivered from the nearest telegraph offices are indicated by two stars, thus: **Cloverdale.

Messages to two star ** places must in all cases be prepaid.

27. Places to which telegrams are delivered by telephone from nearest telegraph office are indicated by three stars, thus: ***Asbusy.

28. The Dominion of Canada is divided into Provinces and the United States into States. Thus if you were looking for a rate to some point in Ontario, you would look in the Tariff Book under the alphabetical list for Ontario and there find all offices to which you could accept telegrams for. The same method would apply if you were looking for a place in the United States, you would have to refer to the State in alphabetical order. You will notice at once the importance of seeing that the address of the telegram is complete, as they are often handed to you without the Province or State shown.

RULES FOR COMMERCIAL TELEGRAPH BUSINESS.

29. As previously mentioned, the rules for handling this business are found in the Tariff Book. These rules are divided into five departments, namely: The Receiving Department; the Operating Department; the Delivery Department; the Accounting Department and the Miscellaneous or General Rules.

30. The **Receiving Department** covers information relative to a clerk or operator receiving a telegram for transmission, checking the rate, etc.

RULES FOR COMMERCIAL TELEGRAPH BUSINESS—Contd.

31. The **Operating Department** covers information relative to how the telegrams are actually transmitted, etc.

32. The **Delivery Department** covers information relative to the delivery of telegrams, filing of same, etc.

33. The **Accounting Department** covers information relative to accounts, reports, remittances, etc.

34. The **Miscellaneous Department** covers information relative to hours of duty, correspondence, supplies, complaints, requisitions, etc.

GENERAL INFORMATION.

35. As the various rules for each department number about 137, and as a great many of them are of a general nature, it is considered more practical, from a student's standpoint, to cover the most important ones and combine these with the practical work in sending, receiving and making out monthly reports, using the Tariff Book itself as a general text-book.

36. Since the sending and receiving are so closely connected in practical work, it is advisable to use one company's text-book as a model and combine the various rules of the different departments in such a way that the students may easily understand them. In doing this, it will be found necessary to go from the operating department to the receiving, etc., or from the receiving department to the delivery department, or vice versa; but in doing this, the number of the rule will be referred to in many cases, and as the number of the rules come in numerical order, it will not be necessary to state to which department the rule applies. The G. N. W. Telegraph Company's Tariff Book will be used as a reference, and rules referred to in this connection may be easily found therein in the index at the back of the Tariff Book.

BASIS FOR CHARGES.

37. The rate on all telegrams is based on 10 words; over 10 words an extra charge is made. Any number of words under 10 is the same charge as 10 words. The lowest charge on a 10 word basis within 12 miles distance is 15 cents. Over 12 miles it is 25 cents. All extra words over the 10 are 1 cent per word locally. It is always advisable to refer to Tariff Book for charge on extra words.

HOW TO FIND RATES IN G. N. W. TARIFF BOOK.

38. In receiving a telegram it is first necessary to note the destination, then look in the Tariff Book under the Province or State (which are shown in alphabetical order) to see if your company has an office there, or whether it is to be sent by telephone, stage, etc. If the destination is in Ontario, opposite the name will be shown the letters G. N. W., which indicates that the company has an office there. Then by referring to the rate sheet, the rates are shown for 10 words and also for additional words.

39. If the destination is to a point on another line, or to an office indicated by one star or three stars, placed before the name, the "other" line rate will be shown to the connecting office. For example: *James Bay Jct. 25—1 Toronto. This means that the day rate from Toronto to James Bay Jct. is 25 cents for 10 words and 1 cent for each additional word, and the through rate is found by adding this to the local rate to Toronto. Thus, if the local to Toronto on a 10 word message was 25 cents, the through rate to James Bay Jct. would be 50 cents.

COMMERCIAL TELEGRAPH RATES.

40. The Tariff Book supplied by each company gives the rates to points reached by their line. The Provinces and States are shown in alphabetical order and opposite each one is tabulated the rate. The G. N. W. Company use the heading "RATES," whereas the C. P. R. use the wording "TARIFF SHEET."

In the following table certain places have been picked out in order to convey to you the exact method of how the charges on telegrams are found.

DOMINION SCHOOL OF TELEGRAPHY AND RAILROADING.

RATES

Local and State

Day Rates To	From and To							
	Ontario		Quebec		N.B.		Manitoba	
	Ten Words	Add'l Words	Ten Words	Add'l Words	Ten Words	Add'l Words	Ten Words	Add'l Words
Alabama.....	75c	5c	75c	5c	75c	5c	75c	5c
British Columbia.....	100c	7c	100c	7c	100c	7c	75c	5c
Colorado.....	75c	5c	75c	5c	75c	5c	75c	5c
Delaware.....	50c	3c	50c	3c	50c	3c	75c	5c
Illinois.....	60c	4c	60c	4c	75c	5c	60c	4c
" Chicago.....	50c	3c	50c	3c	60c	4c	50c	3c
Manitoba.....	75c	5c	75c	5c	75c	5c	25c	2c
New York								
(G.N.W. Offices)....	50c	3c	50c	3c	50c	3c	75c	5c
Rochester, N.Y.....	40c	3c	50c	3c	50c	3c	75c	5c
Nova Scotia.....	30c	2c	30c	2c	25c	1c	75c	5c
Ontario (Soo).....	50c	3c	50c	3c	60c	4c	60c	4c
" Other Offices....	25c	1c	25c	1c	25c	1c	75c	5c
" Within 12 miles limit.....	15c	1c	15c	1c				

NOTE.—The rates shown opposite any state or province applies to all places except those places named on Rate Sheet.—See Illinois and Chicago, Ill.

NIGHT MESSAGE RATES

Where the day rate for
10 words is:—

15c—1c

25c—1c

25c—2c

30c—2c

40c—3c

The night rate for
25 words will be:—

1c per word

25c—1c

25c—1c

25c—1c

30c—2c

NOTE

The minimum for Day Telegrams is 10 words and for Night Telegrams 25 words. Additional words may be sent over the minimum, and charged for in accordance with charges for "additional" words which are shown after the minimum.

Example:—25—1 means 25c for 10 words, 1c each additional word. Night Rate would indicate that charge was 25c for 25 words and 1c for each additional word.

HOW TO FIND RATES IN C. P. R. TARIFF.

41. The Province of Ontario is divided into four sections, numbering from one to four. First of all it is necessary to know what section of Ontario your present office is in, then by referring to the tariff sheet, the rate is shown from one section to another; but if you require the charge for extra words, you would have to refer to the page with the following heading: "Table of Night Rates." Under this heading is given the charge for extra words in a Day Telegram, as well as the regular Night rate charge. In the index to the various offices shown in alphabetical order, there are indications opposite the name of the office you are trying to locate, which will indicate whether it is located on the C. P. R. line, or on one of its connecting lines. The abbreviation "Ind." is shown over the heading to all points on the C. P. R. system, as well as its connections. A list of its connections with the indication is shown on the first page of the book, thus: Opposite the Canadian Northern Railway Company, which is a connecting line, the indication would be shown as "C. N." There are also shown in this book opposite various offices (*), (**), (***), which indicate that the office is situated on an "Other Line" station, "Special Delivery" point, or "Telephone" station. Whenever exceptions to rate sheet are shown, always refer to these first.

RATES TO (*), (**), (***) STATIONS.

42. When looking for a rate to the above stations, the "Other Line" rate from a C. P. R. station will be shown, in which case it will be necessary for you to add the local rate to the C. P. R. station to the rate shown, thus: Changeville, 25 2 Westfort, or *** Centreton, 25 0 Cobourg. The above illustration means that you add to your local rate to Westfort or Cobourg the charges shown from that point, which means that for 10 words to Centreton you would charge 25 cents from Cobourg, and in the other illustration you would charge 25 cents for 10 words and 2 cents for each additional word from Westfort.

43. The delivery charges to special delivery ** points are shown in the Tariff Book, and it will be understood that such

RATES TO STATIONS—Continued

delivery charges are **to be prepaid**. Telegrams to telephone stations means that the connecting point will telephone the message.

TELEGRAMS AT SENDER'S RISK.

44. Telegrams to be delivered by telephone, mail, stage or train are forwarded at sender's risk of delay, non-delivery or loss and **must be prepaid**. So strict is this rule that if an Operator receives such a telegram to be sent "Collect" it will be treated as prepaid.

NIGHT MESSAGES AND NIGHT LETTERS.

45. By a Night Telegram we mean a telegram that is received any time during the day and sent after 6 o'clock at night, with the understanding that it is not to be delivered until next morning. The rate on Night Telegrams for local business is 25 cents for 25 words and 1 cent for each additional word. In sending such a message, the sending Operator must first transmit the word "Red" before the number of the message and after the check, the word "Night."

46. By a Night Letter or Lettergram we mean a telegram which may consist of any number of words up to 50 or over. This is sent at the regular day rate for 10 words, plus one-fifth the initial lettergram charge for each additional 10 words or letters, thus: 50 words would cost to a local point 25 cents; 55 words would cost 30 cents; 62 words would cost 35 cents.

47. Night letters will be accepted or collected on call at any hour of the day up to midnight, or up to the closing of any office before midnight, for delivery at the opening of business hours the following morning. They will be transmitted at the company's convenience during the night.

48. Night letters must be written in plain English or French between offices in Canada. Code words are not allowed in night letters.

49. Night Letters may also be accepted for all *, ** and *** star stations in Canada and the United States at night letter rates for "this" line, and unless otherwise noted, full 10 words day rate for "other" line. To a number of * and *** star stations, night letters may be accepted at night letter rates,

NIGHT MESSAGES AND NIGHT LETTERS—Continued

over "other" lines, as well as over G. N. W. or Western Union. These stations are indicated in the Tariff Book by the letter L, or NL, following the names of the places. See for example Adin and Altaville, Cal.

COURTESY IN RECEIVING TELEGRAMS FROM CUSTOMERS.

50. It should be the aim of every operator to give any aid necessary to enable senders to prepare their telegrams, so that errors or delays may be avoided. You must time, count and check these telegrams to see that the month and day are correctly noted thereon, and the Province or State inserted in every case. It is necessary always to read each telegram received to see that you understand it before it is transmitted. Always see that the telegrams are written on the message blank. (See Rule 2 in Tariff Book.)

REPEATED MESSAGES AND REQUESTS FOR REPORT DELIVERY.

51. If the sender of the message request a notice of its delivery, the receiving clerk must insert in the check the words "Report delivery." (See Rules 3 and 70 in Tariff Book.)

52. If the sender request a repetition of his message, the receiving clerk must insert in the check the words "Repeat back," and charge a half rate for the repetition, in addition to the rate for the message. (See Rules 3 and 53 in Tariff Book.)

SPECIAL DELIVERY.

53. A message to be specially delivered beyond the free delivery limits of the terminal office, and for which the delivery charge is not given in the Tariff Book, will be accepted upon the payment or guarantee of an amount sufficient to cover the message tolls and the probable cost of delivery. The words "Report delivery charges," when the charges are to be paid by the sender, or the words "Collect delivery charges," when they are to be paid by the addressee, must be inserted in the check of such a message.

TELEGRAMS DELAYED THROUGH WIRE TROUBLE.

54. If a telegram be offered when communication is known to be interrupted, it will be accepted only if the sender choose to leave it for transmission when communication is restored. Upon such a telegram write the words, "subject to delay," and request the sender to affix thereto his signature or initials.

MAKING PROMISES OF TRANSMISSION ON DELIVERY.

55. Employees are particularly cautioned against making any promise to customers respecting the transmission or delivery of a message. To all such questions the reply must be given that all possible dispatch will be used.

SENDER'S ADDRESS.

56. The address of the sender of a message, unless it be well known, must be requested and recorded on the back of the message.

MESSAGES TO BE PREPAID.

57. All messages must be prepaid, except free messages and those covered by Art. 58, 59,—and 79. See Rules 13 and 70 in Tariff Book.

COLLECT MESSAGES.

58. An answer to a prepaid message, or a message for which payment for transmission or for special delivery is guaranteed by a responsible person, may be accepted "collect."

59. When a deposit has been made to guarantee payment for transmission, or for special delivery, the deposit must be returned after three days, if no notice of failure to collect charges has been received; but if a notice of failure to collect be received, the amount due to the company must be deducted from the deposit, and the remainder returned. (See Rules 75 and 81 in Tariff Book, or Art. 82 and 87.)

SERVICE MESSAGES.

60. Service messages between the employees of the company must be limited to matters of an urgent nature. The mails must be used in all cases, when the service will not suffer by delay.

SERVICE MESSAGES—Continued

Service messages must not be sent free for the information of customers, nor to correct their errors.

It must always be taken for granted that the fact of no request for better address having been received proves the delivery of the message.

OFFICES PRIVATE.

61. Operating rooms must be kept neat, clean, and strictly private. Operators must explain to their friends, whenever necessary, that they are not permitted to invite them inside the operating room.

REGARDING TRANSMISSION.

62. No message must be regarded as transmitted until acknowledged by the usual signal, which is given by the receiving operator by either saying O.K. with his personal signal, or simply opening his key and giving his personal signal. But if a number of messages be sent in succession, the acknowledgment of the last may be regarded as an acknowledgment of all.

63. When for any reason an operator cannot transmit a message properly, he must note the cause of the delay upon the back of the message, and must report the facts to the manager or chief operator. This may be illustrated in various ways. For instance, if you could not raise an office by calling them in the regular way, you would write on the back "couldn't raise office." If the wires were broken, you would give this as another cause; but in such cases, they do not always report the facts to the manager, although should anything occur such as a complaint being received as to why the message was not handled in the regular way, you would have these records to go by and thus be able to explain the circumstances. In the event of any telegrams not being transmitted during the day they were received from any cause whatever, it should be attended to the first thing before new business the next morning.

64. No message must be transmitted from dictation or memory, but if such a message were sent, it would be necessary to write the message out in long hand and file it.

MESSAGES TO BE SENT AS WRITTEN.

65. Messages must be sent as they are written, and where punctuation marks are used, care must be taken to transmit them precisely as contained in the original. The punctuation of a message very often determines the sense of what is contained therein.

ADJUSTMENT OF RELAY.

66. Before opening circuit, always adjust the relay carefully, particularly in damp or wet weather, to be sure that other offices are not using the line. In this connection it should be borne in mind that the local battery regulates the sounder. The relay is operated by the main circuit, therefore, by cutting in the instruments in the morning, or any time, it is always advisable to test in the event of the circuit not working the minute the instruments are cut in. It is strictly against the rules to struggle for the circuit by endeavoring to break some other operator who is already using the line. Therefore, if your instruments were not adjusted, you would be liable to do this unknowingly.

REFUSAL OF TELEGRAMS.

67. No operator must refuse to receive any telegram offered by another operator, but in case an operator did actually refuse to receive such a telegram, it would be necessary for you to report the matter to the manager or chief operator.

VERIFYING CHECK OF MESSAGE.

68. The receiving operator must count the words to see if the number of words in the body agree with the check of the message, and otherwise satisfy himself that the message is correct before allowing it to leave his hands and before acknowledging O.K. The quickest method in checking this is to write five words to a line and by a little practice you can easily do this. You will find it a very ready means of counting the number of words in the check.

DUPLICATE TRANSMISSION.

69. If to correct an error in a message or for any other reason a second transmission becomes necessary, the sending operator must begin the second transmission with the word "Duplicate," which word the receiving operator must write conspicuously on the form of the message.

TRANSMISSION OF REPEATED MESSAGES.

70. Special care must be observed in sending and receiving a message requiring repetition. At the office of origin and at each repeating office an operator upon receiving back a repeated message, must carefully compare it with his copy underlining or checking each word, and if the repetition be found to be correct, he must write on the back of the message the word "Repeated back O.K." with his personal signal and the personal signal of the operator who repeated back the message. Please remember, that there is a charge of a half rate for the repetition in addition to the rate for the message.

TRANSMISSION OF INSURED MESSAGES.

71. An insured message must be preceded in transmission by the word "Insured," and must be repeated back from office to office. The receiving operator must carefully copy such message, and if it is to be forwarded on another circuit, he must hand it to the manager or chief operator, who must see that it is properly transmitted over such circuit and repeated back. The same course must be pursued in each repeating office through which such message may pass.

OPERATOR'S SIGNAL.

72. No operator must change his personal signal without the consent of the manager or chief operator, nor must any two operators in the same office use the same signal.

TESTING THE WIRE CIRCUIT.

73. The chief operator of a testing office which is usually a head office must make early morning tests of the wire circuit to see that the necessary orders to linemen are given and acted

TESTING THE WIRE CIRCUIT—Continued

upon without delay. He must make every effort to have the circuits ready for business at the opening hour. Whenever the chief operator desires to test the wire, he usually transmits the word "Wire" and this must be recognized as giving the right of circuit at all times for such purposes. In every local telegraph office there is a ground wire that is connected from the ground to the switchboard, and the wire chief, in locating trouble or interruptions on the wire, requests you to use this, in testing the circuit. This is simply done by him transmitting "Try No. 5." 5 is supposed to be the number of the circuit and all circuits are numbered. In such case you put your ground wire plug in the hole to see whether the line is open, east or west, and then advise the chief accordingly. If he calls you on No. 3 wire and requests you to try No. 5, you would leave your circuit open on No. 3 for a moment, put the ground on No. 5 and then tell him on No. 3 that the circuit was open east or west, whichever the case may be. If, however, it took you some little time to do this, you had better close your key on No. 3 and try the circuit in the regular way. You may be able to call him on the No. 5 circuit referred to, provided the wire was open beyond your office; but if the wire were open between your office and his office, you would have to go on the other line to advise him. In this way the chief is in a position to test exactly where the trouble may be located. For instance, if the operator at the station west of you advised the chief that the line was open east and you advised him that the line was open west of your station, it would go to show that the trouble would be between the two stations, then the chief could give orders to the linemen about the exact location, and in this way the trouble could be adjusted quickly. It is a very common occurrence to have trouble on the various wires, as one may leave the key open, or a book thrown near the key is liable to open the circuit. You must be careful in this connection to see that the key is always closed when you are through using it. Should you at any time notice any circuit open or not in good working order, try your ground wire and report to the despatcher accordingly.

CARE OF INSTRUMENTS, BATTERIES, ETC.

74. Each operator must keep his instruments clean and always in order ready for business. The thumb screws and other connections of relay, key, cut-outs, etc., should be frequently examined to see that they are firm and tight. It is important that wires leading into an office are free from cobwebs, as in damp and dewy weather the current is seriously effected from such causes, particularly if the wire is not insulated.

CUTTING OUT INSTRUMENTS.

75. Before closing an office temporarily or for the night, the instruments must be cut out, care being taken that the circuit to the switch or cut-out is complete. Instruments must also be cut out of circuit during thunderstorms, in such a manner as not to prevent the line from working through. If circuit be open on both sides of an office after a thunderstorm, it is probable that the relay is damaged. The line must, therefore, be cut out and relay, etc., examined. If damaged, temporary repairs should be made. If this cannot be done, the superintendent must be notified by the quickest method.

PROPER USE OF WIRES.

76. Gossiping over the line is absolutely forbidden, and conversation on business must be as brief as possible. The use of profane or indecent language over the wires or about the offices is strictly prohibited, and all employees are earnestly requested to report to their manager or superintendent any case of this kind coming under their notice.

DELIVERY DEPARTMENT.

INTRODUCTION:—While in the Delivery Department the instruction applies to a large office where messengers are employed to deliver telegrams, delivery of messages are effected in various ways, depending upon local conditions. If, for instance, you were a Station Agent and were handling the Commercial Telegraphy and you received a message for a business man up town, you would, in all probability, 'phone the message to him, being careful to check it over after doing so. In 'phoning such a message, it would be necessary for you to put on the time of day that the message was 'phoned. You would have the original copy in your possession then for a reference. While Commercial Telegrams are expected to be delivered promptly, yet a person in the position of Station Agent could not leave his office and would therefore have to arrange to get the telegram delivered the best and quickest possible way. However, in regular Commercial town offices, they usually have messengers to deliver the telegrams, but if not, they must deliver them themselves.

HOW TELEGRAMS ARE PREPARED FOR DELIVERY.

77. Each telegram which is to be delivered must be copied clearly and distinctly and carefully sealed in an envelope.

78. When charges are to be collected, the amount must be written in ink after "collect" and also upon the messenger's delivery sheet. It is only in cities where they have messengers' delivery sheets. When telegrams are received collect from offices on "other" lines or from telephone stations, managers must collect the charges for "this" and also for "other" lines when the check for such telegrams show charges for both lines or not.

INSTRUCTIONS AS TO DELIVERY.

79. Instructions from the sending office in regard to the delivery of a message must be carefully observed. A request to "*report delivery*" (see Rule 6) must be answered by a collect message addressed to the sender of the original message, stating the time of delivery, or, if not delivered, the reason why.

When a message is received with a request that it be mailed, the required postage stamp must be affixed, and the message mailed at once.

INSTRUCTIONS AS TO DELIVERY—Continued

80. When a message addressed, for example, to "A. or B." is received, it will be delivered to either one or the other of the addressees. (See Rule 3.)

81. When a message requires an answer, the word "answer" must be plainly written in the place provided on the message, and the messenger must be instructed to make diligent effort to obtain such answer. Should he fail to obtain it, he must report the reason to the delivery clerk. Messengers must, in all cases, be supplied with the proper blanks on which answers can be written.

FAILURE TO COLLECT CHARGES.

82. When special delivery charges which have been guaranteed to be collected by the office making the delivery, the sending office must be immediately notified by a service message and also by mail of the failure to collect and of the amount of the charges. Under such circumstances, the sender of the message would be required to pay.

TELEGRAMS DELIVERED TO PROPER PARTIES.

83. A telegram must not be left with a Janitor or Porter of a building for delivery by him, nor must it be slipped under a door or left in a letter box, unless the addressee has filed with the manager a written request for such delivery, nor must a messenger allow any unauthorized person to know to whom a message is addressed. It must be remembered that telegrams are of a private nature and the contents must be kept as such. A messenger must obtain a receipt on the proper form for each message delivered, which receipt must include the name of the person to whom delivery is made and the time of delivery. A messenger must in no case receipt for an addressee. When a message cannot be delivered because the addressee's place of business or residence is closed or because no authorized person can be found to receive the message, the messenger must leave a notice at the place of address or in post office to the effect that a telegram for the addressee is at the office of the Company awaiting delivery. The undelivered telegram must then be returned to the office with the reason of non-delivery endorsed upon the message and must be delivered as early thereafter as possible.

NON-DELIVERY, ACCOUNT WRONG ADDRESS.

84. When a message cannot be delivered because of wrong or inadequate address, or because the addressee is not known, or for any other reason, a record of the facts must be made upon the undelivered message, and the sending office must be promptly notified by telegraph of the non-delivery; the service message giving such notice must contain the address of the message *exactly as received*, and the reason for the failure to deliver.

The following will illustrate such a service message:
To Montreal, Que.

Your 10 date Jones, 91 Queen Street East, signed Smith.
G. B. A.

(Signed) Toronto, Ont., Dec. 10.

(Note.—G. B. A. means Give better address.)

85. In cases where the manager of the receiving office obtains *reliable* information that the addressee of an undelivered message has left town, and gone to some other point *on the lines of this Company*, the message should be forwarded to such other point (as per Art. 12) *at the Company's risk for collection of the forwarding tolls*, and originating office notified by service message that this has been done.

MESSAGES DELIVERED SUBJECT TO CORRECTION.

86. If a manager believes that an error has been made in the transmission of a message to his office, and the correction cannot be quickly made, he must deliver the message, with the words "*Delivered subject to correction*" indorsed thereon. He must then take immediate steps to secure a correct copy, which must be indorsed "*Corrected copy*," and must be promptly delivered. If no error be found, a notice to that effect must be delivered.

DELIVERY OF COLLECT TELEGRAMS WITHOUT PAYMENT.

87. If the addressee of a collect message refuse to pay for the same, it must nevertheless be tendered to him, or if the addressee cannot be found, in either case, notice of the failure to collect must at once be given to the sending office by *service*

DELIVERY OF COLLECT TELEGRAMS—Continued

message, in order that the tolls may be obtained from the sender of the message. In the case of a collect message originating at an "other" line office, notice of failure to collect must be sent to the connecting office as shown on the message. (See Rules 13, 90 and 100, in Tariff Book.)

DELIVERY OF NIGHT TELEGRAMS.

88. A night message must not, unless called for, be delivered until the morning of the next business day after its date, but when called for it may be delivered on the day of its date upon payment of full day rate in the case of a collect message and the difference between the night and the day in the case of a paid message. The additional amount collected must be accounted for specially on Balance Sheet of monthly statement. Form 15.

DELIVERY OF INSURED MESSAGES.

89. When an insured message is received at an office from which it is to be delivered, it must be the duty of the Manager or the operator in charge to satisfy himself that prompt and correct delivery is made.

PROMPT DELIVERY IMPORTANT.

90. Special attention is called to the importance of exercising all possible promptness in delivering telegrams. Unavoidable delays may some times occur in transmitting telegrams over the wires, but it is seldom any satisfactory excuse can be given for delay in delivering after a message has been transmitted. Experience has proved that a large proportion of the complaint made against the Telegraph Companies for delays can be traced to negligence in delivery. This neglect is due in many cases to the messenger, but careless or badly behaved messengers must be promptly dismissed. It is the duty of the manager or delivery clerk to examine the delivery sheet or books of messengers on their return from each service and at the close of the day to see that faithful delivery has been made and that all proper notifications have been given.

TEST QUESTIONS.

1. Upon what form must a commercial telegram for transmission be written?
2. Give order of transmission of a telegram.
3. What is the minimum number of words in a day telegram?
4. What words are counted and charged for in a telegram?
5. How are extra words in "check," "address," or "signature" charged for?
6. What is a Tariff Book, and what does it contain?
7. What is the day rate from Toronto to Winnipeg, Man.?
8. What is a "night letter," and what rate is charged for same?
9. Describe in your own words how you would find the rate over G. N. W. Company's line from Galt, Ontario, to Canton, Ill. What would be the rate on an 8 word message? On 15 word message?
10. If you were employed on C. P. R., how would you find the rate to points in Ontario. Where would you find charge for extra words?
11. If you were looking for a rate to a *, **, or *** station, how would you figure it?

SUPPLIES FOR STUDENTS

We always keep on hand the necessary supplies, so that students need not go outside the school to get anything they require in connection with their studies.

A student beginning his course in the Day School pays \$2.00 for his instruction books and a supply of stationery. The stationery consists of scribbling books, writing pads, speed examination pad, two pencils, pen holder, two pen points, in addition to having the regular station forms which are supplied in the stations. The message blanks, etc., are not required until such time as a student gets in the senior class.

The following articles may be purchased any time through the school:—

Telegraph Learner's Outfit, including dry cell battery and wire.....	\$3.00
Individual Telegraph Key (Leg), each.....	1.75
Individual Telegraph Key (Legless), each.....	2.25
Individual Telegraph Sounder, each.....	2.75
Bell Wire for connecting instruments, 25 feet for.....	.15
Blue Vitriol (for Gravity Battery), per lb.....	.15
Jar for Gravity Battery.....	.40
Gravity Battery, complete, with copper, zinc and Blue Vitriol, 1 lb.....	1.25
Dry Cell Battery, each.....	.25
Fountain Pens, Special.....	1.50
Stylusses for writing train orders, each.....	.25
Scribbling Pads, each.....	.05
Examination Pads (3 for 25c), each.....	.10
Pen Holders, each.....	.05
Pencils, 2 for.....	.05
Resonators (adjustable), each.....	3.50
Penmanship Book, Part 1.....	.15
Penmanship Book, Part 2.....	.25
Mecrograph (A Hand Sending Instrument).....	9.00
Automatic Telegraph Transmitter (for home study purposes).....	25.00

